IN REPLY
REFER TO   AQACP

DEC 4 1996

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
                       DISTRICTS
                       DCMC HQ STAFF

SUBJECT: DCMC Policy Memorandum No. 96-70, Electronic
           Communications Policy

        This is a Policy memorandum. It is in effect until all DCMC
personnel are in compliance with the established Standard Office
Automation Software Suite, but not to exceed one year.

        One of the questions I am frequently asked is: How come
everyone in DCMC isn't using the same software? The answer is:
We soon will be.

        Last year the Executive Council (DCMC District Commanders
and HQ Senior Executives) recognized the need for standard
software within the Command. Research was done by the DCMC
Office Computing Working Group (OCWG). The charter and members
of the OCWG are attached.

        The standards recommended by the OCWG and approved by the
Executive Council are the software suite of Microsoft products.
These include Word, Powerpoint, Excel, and Access for Windows.
This standard minimizes electronic communication problems within
DCMC and meet the Common Operating Environment interoperability
requirements as proposed by the Defense Information Systems
Agency. These standards were included in the DCMC Information
Resource Management Plan dated February 1996. All DCMC offices
are required to be in compliance with these standards by
January 1, 1997. Also see Attachment C of the FY97 DCMC
Performance Plan. Your District member of the OCWG can give you
more information on when your office will have the standard
software if you don't already.

        Using the standard software when sharing information within
DCMC will help make communications easier within the DCMC
community. Should you have any questions, please contact

Mr. Alex Evan, AQACP, (703) 767-6326, e-mail alex_evan@hq.dla.mil or your District member on the OCWG. Your frequently asked questions on electronic mail will be answered in an upcoming letter.

ROBERT W. DREWES
Major General, USAF
Commander

Attachments

DEFENSE CONTRACT MANAGEMENT COMMAND
OFFICE COMPUTING WORKING GROUP

CHARTER

I. REFERENCES:

A. Charter, DLA Information Resources Management (IRM) Policy Council.

B. Department of Defense Technical Architecture Framework for Information Management, Volumes 1-7.

C. DLA Standard Office Computing Environment Configuration Plan, Oct 1994.

D. DCMC Standard Office computing Environment Configuration Plan, Jan 1994.

II. BACKGROUND:

In an effort to move towards a more standardized office computing environment for the Defense Contract Management Command, the Functional Automation team organized a meeting of the top technology managers in the three Districts to form a working group to facilitate this effort. The transition from a mainframe dominated architecture to a client server systems architecture requires a coordinated team effort to ensure future DCMC ADP investments are made in the most prudent manner.

III. PURPOSE:

This charter delineates responsibilities, authorities and relationships of the DCMC Office Computing Working Group.

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IV. MISSION:

To share information, reach consensus, and provide recommendations to DCMC senior management on a range of ADP issues involving interoperability of DCMC systems in workstation hardware and software, and local area networks, and to best apply the ADP budget to minimize the diversity in those areas, while providing quality support to the functional users of the DCMC.

V. MEMBERSHIP:

The DCMC Office Computing Working Group will be comprised as follows:

1 representative from each District - Voting Member
AQCO - Voting Member
AQACP - Voting Member, Facilitator
CANAI - Non-Voting
DSDC - Non-Voting
Special Interest Groups as required

VI. RESPONSIBILITIES AND AUTHORITIES:

A. The facilitator, AQACP representative, DCMC Office Computing Working Group will:

1. Oversee the development and publication of a working group procedures document governing the structure of the working group, the process it will follow, and the general responsibilities of working group members.

2. Coordinate activities and tasks of the Working Group.

3. Provide to the Director, Procurement CIM Systems Center an annual forecast of dollar and staffing requirements to accomplish the Working Group mission.

4. Furnish a quarterly written report to the Executive Director, Contract Management, describing the status of working group initiatives, key accomplishments during the past quarter, problem areas, new issues, and proposed actions.

5. Coordinate activities of the DCMC Office Computing Working Group with the members of the DLA IRM Policy Council Architecture Working Group.

B. The District Technology Representatives will:

1. Gather general office computing requirements from functional users within their District.

2. Coordinate Working Group activities with his or her business area representatives and with all represented field activities.

3. Formulate alternatives and provide recommendations on hardware and software requirements to support functional automation applications. Maintain a corporate DCMC perspective when establishing requirements.

4. Draft and recommend policy to the Executive Director, Contract Management relative to the promotion, funding and development of business unit developed programs which can benefit more than one DCMC organization.

5. Coordinate budget development to minimize diversity in equipment and software.

6. Conduct or sponsor assessments which are of interest to the Executive Director, Contract Management, for example:

a. business, cultural, and management practices which promote or impede interoperability at the office computing level.

b. business area and field activity system management requirements.

7. Sponsor test laboratories to investigate in a controlled environment potential business practice improvement through application of a specific information technology or exploration of emerging technologies for potential applicability to general business problems. Goal would be to develop corporate system configuration.

C. DSDC and CAN representatives will:

1. Assess impact of application development versus DOD infrastructure requirements.

2. Provide recommendations on hardware and software requirements to support

functional requirements and to maximize standardization.

D. The Director, Procurement CIM will maintain management responsibility for budget justification, support, and execution to implement infrastructure requirements.

E. The Executive Director, Contract Management will maintain management oversight and provide policy guidance to ensure DCMC operational needs are properly fulfilled.

A **Special Interest Group** is defined as a discussion group, or consortium, usually part of a larger organization, which is focused on a single area of interest and the exploration or promotion of specific technical solution[s] or business practice[s]. Primary activity is information exchange.

A **Test Laboratory** is defined as a controlled environment investigating a potential business practice improvement through the application of a specific information technology or the exploration of an emerging technology for its potential applicability to a generalized set of business problems. Primary activity is development of a repeatable procedure and/or system configuration.

VII. ACCOUNTABILITY:

The DCMC Office Computing Working group is accountable to the Executive Director, Contract Management.

VIII. COMMUNICATION CHANNELS:

All working group members are authorized direct communication with participating organizations supporting the DCMC Office Computing Working Group.

IX. MEETINGS:

DCMC Office Computing Working Group meetings will be held quarterly. or as needed to support time sensitive decision making, at specific locations announced by the Facilitator.

X. ORGANIZATIONAL RELATIONSHIPS:

The DCMC Office Computing Working Group receives its operations guidance and requirements from the Defense Procurement CIM Systems Center, Chief, Projects and Contract Administration Team.

XI. AMENDMENTS:

Recommended amendments to this charter will be forwarded in writing to the facilitator, DCMC Office Computing Working Group, for Director, Defense Procurement CIM Systems Center review and comment, then forwarded to the Executive Director, Contract Management for approval.

XI. DURATION:

The DCMC Office Computing Working Group will remain in effect until such time as the Executive Director, Contract Management, determines the Working Group's services to be no longer necessary.

XIII. APPROVAL:

LEONARD VINCENT
RADM, SC, USN
Commander
Defense Contract Management Command

DCMC Office Computing Working Group
Members as of 21 November 1996

AQAC   (FAX)

Alex F. Evan   703-767-6326 (6324) alex_evan@hq.dla.mil
Dwayne Eriksen   505-846-0284   eriksend@hqgate.kirtland.af.mil

AQO

Wayne Easter   703-767-3360   wayne_easter@hq.dla.mil

AQB

Roger Nelson   703-767-2437   roger_nelson@hq.dla.mil

CAN

Bill Wallace   703-767-3129   william_wallace@hq.dla.mil

DCMDN

Robert Foley   617-753-3057 (4488) bfoley@dcrb.dla.mil
Marvin Menovich   617-753-4465   mmenovich@dcrb.dla.mil
Paul Eli   617-753-4512   peli@dcrb.dla.mil

DCMDW

John VanDinther   310-335-4137 (4140) jvandinther@link.dcmdw.dla.mil
Lorenzo Carter   310-335-4119   lcarter@link.dcmdw.dla.mil

DCMDI

Frasier Yeung   703-767-2569   frasier_yeung@hq.dla.mil

DSDC

Doug Blue   614-692-9274 (9955) dblue@dsdc.dla.mil

FY 97 DCMC BUSINESS PLAN

ANNEX C

FY 97 THROUGH FY 99 BUDGET FORMULATION GUIDANCE

Labor and Nonlabor Pricing

The pricing factors to be used are as follows:

FY 97 Pay Raise:	2.875%
FY 97 Nonlabor	2.2%
FY 98 Pay Raise	2.3%
FY 98 Nonlabor	2.2%
FY 99 Pay Raise	2.1%
FY 99 Nonlabor	2.3%

NOTE: The pay raise factors listed above are annualized to reflect 25% of the prior year pay raise and 75% of the current year pay raise.

Reimbursables

Please complete the reimbursable format on page C-2. Address any significant changes in hours. Reimbursable authority will be part of the Headquarters/District negotiation/allocation process.

Civil Service Retirement Fund Donations

During FY 94 DLA received guidance from the Office of the Secretary of Defense (OSD) that instructed us to pay a "tax" of $80 per person for everyone who is on board on March 31st of each year for FY 95 through FY 99 and who is covered by Civil Service Retirement or Thrift. You need to budget for the $80 per person for FY 97 through FY 99 based on the number of personnel you will have on board March 31st of each fiscal year.

Automated Data Processing (ADP)

Include the estimated costs of a 1/3 annual replacement rate in your budget submission. Address the estimated costs of a 20% annual replacement rate in your narrative. FY 97 software and hardware purchases will be made in accordance with the DCMC Office Computing Environment Configuration on pages C-4 and C-5. Address the estimated costs of replacing end user software which is not in compliance with these standards.

Estimated Reimbursable Hours (FY 97/98/99)

		FY 97	FY 98	FY 99
Non-DoD				
311	U.S.P.S.			
411	Navy/Marine Corp			
412	Army			
414	DLA (other than 418)			
416	Air Force			
417	Other Defense Agencies			
418	Intra-DLA (Stock or Indust Fund)			
811	GSA			
812	NASA			
813	DOE			
814	EEOC			
816	Coast Guard			
817	Dept of Agriculture			
818	Dept of Ed & Dept of Health			
819	EPA			
820	Dept of Transportation			
821	Strategic Petroleum Reserve			
822	All Other Federal			
912	Other Non-Federal			
FMS				
612	Material and Services for FMS			
614	F-16 EPG Multinational Fighter			
615	Contract Management for FMS			
616	Quality Assurance for FMS			
619	DoD Central Control Point			
	Total FMS			
	TOTAL			

Spreadsheet Guidance

Below is a sample of the format for the submission of the business plan. For each performance goal, provide the FTEs, labor, nonlabor, and total costs. The total costs of the District should be reflected in Goal 1. Goals 2 through 5 are memo entries. These memo entries should be those costs associated with achieving the performance goal only; they should not be burdened with indirect and overhead. Costs should be rounded to thousands.

			($000)	
PERFORMANCE GOAL	FTEs	LABOR	NONLABOR	TOTAL
1.1.1.				
1.2.1.				
1.2.2.				
1.2.3.				
1.3.1.				
1.3.2.				
TOTAL COSTS				

Memo Entries

2.1.1.
2.1.2.
2.1.3.
|
|
2.3.4.
Total Goal 2

3.1.1.
3.1.2.
3.1.3.
|
|
3.3.3.
Total Goal 3

4.1.1.
4.1.2.
4.2.1.
Total Goal 4

5.1.1.

DCMC OFFICE COMPUTING ENVIRONMENT CONFIGURATION

as of May 96

TECHNICAL COMPONENTS	ACCEPTABLE OPTIONS	PROTOCOLS, STANDARDS, FORMATS Which were considered	CONTRACT
DESKTOP COMPUTING ENVIRONMENT	Pentium, 16 meg RAM minimum, 1 Gig HD minimum, 17 inch Color Monitor preferred, 15 inch minimum, SVGA with 2 meg preferred, 1 meg minimum, 1024X768 res with 256 colors, 2 PCMCIA Type II slots preferred, LAN connectivity CD ROM Drive, Print capability	DOD Personal Computer Policy Implementation Plan, FY 1995 - FY 2000	Multiple Available Contracts
DESKTOP OPERATING ENVIRONMENT	MS Windows, or Windows For WorkGroups	Windows 95 implications in equipment and training Also testing NT Workstation	
END USER SOFTWARE	MS Office (MS Word for Windows, Excel, Powerpoint, Access)	Access to software suite with data file format support for word processor (WordPerfect, AmiPro, or Word, spreadsheet (wk* or xl*), presentation graphics (CGM, TIFF, BMP, WMF) and database management system (xbase or SQL w ODBC drivers	
AIS Access as required	Sun PCNFS, FTP PC/TCP, Lan WorkPlace/groups, Oracle SQL Net 2.1	TCP/IP w utilities, vt 100 and 3270 terminal, Database connectivity, X server emulation	
DEPARTMENTAL OPERATING ENVIRONMENT	MS NT Server Novell Netware UNIX	Network Operating System with file, print, communications, naming, directory, security, archive, and management services. POSIX, GOSIP, DCE, DME, C2, X.500	
DEPARTMENTAL DBMS	Oracle	Data Server and FIPS 127 compliant RDBMS w X/OPEN DTP XA Support and ODBC interface	
MAIL OR MESSAGING	cc:Mail or MS Mail	Lotus Notes being examined by Western District	

CALENDAR	MS Suite, Organizer, ON TIME	
FORMS PROCESSING	Form Flow	
IMAGING and WORKFLOW	Documetrics	
WEB BROWSER	NETSCAPE	
DESCION SUPPORT	POWERPLAY, IMPROMTU	
VIRUS PROTECTION	Virus Safe, Norton	Under Study
Modem	28.8 BPS minimum	
Network Printing		